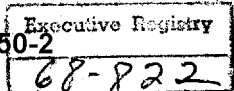


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MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support
Director of Planning, Programming, and Budgeting

SUBJECT: Special Study of Agency Translation Services
for the Bureau of the Budget

1. Bureau of the Budget Bulletin 68-2 calls for each agency to undertake special studies as part of the recurring planning and programming cycle. The Agency has agreed to conduct an in-depth review and analysis of translation services as one of the studies to be conducted.

2. The study will encompass the following:

- a. An inventory of translation services (data presented should include specific location of activity; cost; languages; staff, other governmental agencies, and contractual services, etc.)
- b. Review of types of translation services provided.
- c. Review of specific intelligence requirements for translation.
- d. Appraisal of contribution to intelligence end products.
- e. Discussion of measures which might improve product, service, efficiency, and economy of operation.

3. The Director, PPB will be responsible for conducting this study and for preparing the study report. A member of O/PPB will be in contact with each directorate to discuss the approach to the study and the data and assistance required. The initial O/PPB report should be submitted to me no later than 30 June 1968. This report will provide the basis for internal management review prior to incorporating appropriate data in a more general report to be provided to the Bureau of the Budget.

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L. K. White

Executive Director-Comptroller

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